New User Without eAuth Access

If you are a new user without eAuthentication access, please follow the instructions below to obtain access to FMMI

1. **Complete form** AD-1143 and fax completed form to the MRPBS FMD Security Team at 443-583-0091 or send a scanned copy to MRPBS_FMD_Security@aphis.usda.gov.

   Important information on completing form AD-1143

   - Block 24-Select the role set which applies to your current position. See below for an example of the roles that are associated with each role set. FMMI roles will be assigned by the MRPBS Security Team based on your selection on Block 24.
     - Please access the Change Discussion Guide for role and FMMI training information.

2. **Completing your Required FMMI Training**
   - Once you have been assigned role(s), you will need to access the Change Discussion Guide for detailed role information and required FMMI training associated with each role
   - You will need to complete your required 100-400 FMMI courses.
     - Since you do not have access to AgLearn, you will need to access the Participant Guides to complete your required FMMI courses through self-study.
   - Have your supervisor send an email to the MRPBS FMD Security Team certifying that you have completed your required FMMI courses.
   - The MRPBS FMD Security Team will activate your FMMI access once all required training is complete.
   - **You will not have access to FMMI if you do not complete your required FMMI training and have your supervisor notify the MRPBS FMD Security Team accordingly.**

3. **Visit and bookmark the** MRPBS FMMI Website **to learn more about FMMI conversion and FMMI training.**
   Other Information you might find useful on the site
   - The site provides the latest FMMI news through FMMI Newsflash
   - The site's Training Information provides course overview for each level and step-by -step instructions on how complete your FMMI training.
   - The site's News and Updates provides important FMMI conversion cut off dates for APHIS, AMS and GIPSA and important FMMI updates.
   - The site provides Master Data information for APHIS, AMS, and GIPSA users.

Also visit and bookmark the FMMI website. Become familiar with the most up-to-date available information, including the latest FMMI News, Frequently Asked Questions, and the FMMI Glossary.

Please send questions to FMMI-MRP@ams.usda.gov

Below are examples of the roles that are associated with each role set on Block 24. These roles are subject to change. The role(s) that will be assigned to you might be different than what is listed below. For detailed role information, please access the [Change Discussion Guide](#)

DMT (Debt Management Team)

Commercial Vendor and Customer Master Data Evaluator *Accounts Payable BI Reporter*Debt Management Processor*Accounts Receivable Approver*Customer Correspondence Processor*Accounts Receivable Reporter*Accounts Receivable BI Reporter*Debt Write Off Processor*Accounts Receivable Processor*Purchasing BI Reporter*BI Power User*Accounts Receivable Evaluator*General Ledger Evaluator*BI Payroll Reporter*BI Payroll Power User*Funds Management BI Reporter*Accounts Payable Evaluator*Invoice Processor*General Ledger BI Reporter*Vendor and Customer Master Data Requestor*Sales Order Billing Processor

BCT (Billings and Collection Team)

Accounts Receivable Reporter*Purchasing Reporter*Accounts Receivable Evaluator*Lockbox ReProcessor*BI Power User*Purchasing BI Reporter*Accounts Payable BI Reporter*Sales Order Reporter*Commercial Vendor and Customer Master Data Evaluator*Lockbox Evaluator*BI Payroll Reporter*Customer Correspondence Processor*BI Payroll Power User*Cash Collections Processor*Limited General Ledger Approver*Purchasing Evaluator*Invitational Travelers Vendor Master Data Evaluator*Accounts Payable Reporter*Vendor and Customer Master Data Requestor*Accounts Receivable BI Reporter*General Ledger BI Reporter*Funds Management BI Reporter*Financial Reporter*Accounts Payable Evaluator*Agency Cost Management Master Data Maintainer*Limited General Ledger Processor*Funds Management Evaluator*General Ledger Evaluator*Employee Vendor and Customer Master Data Evaluator

IOAT (International Operations and Accounting Team)

Agency Cost Management Master Data Maintainer*Accounts Payable BI Reporter*General Ledger Evaluator*General Ledger BI Reporter*Sales Order Processor*Accounts Receivable BI Reporter*Overhead Allocation Processor*Sales Order Reporter*Vendor and Customer Master Data Requestor*BI Payroll Reporter*Accounts Receivable Evaluator*Accounts Receivable Reporter*Commercial Vendor and Customer Master Data Evaluator*Employee Vendor and Customer Master Data Evaluator*Accounts Receivable Approver*Purchasing BI Reporter*Sales Order Billing Processor*Customer Correspondence Processor*Funds Management BI Reporter*Funds Management Evaluator*Accounts Receivable Processor

FOST (Financial Operations Services Team)

Invoice Approver*Agency Cost Management Master Data Maintainer*Invitational Travelers Vendor Master Data Evaluator*Purchase Order Approver*Limited General Ledger Processor*Sales Order Reporter*Shorthand Code Evaluator*Limited General Ledger Approver*Accounts Payable Reporter*General Ledger Evaluator*General Ledger BI Reporter*Vendor and Customer Master Data Requestor*Purchasing Reporter*Purchasing Evaluator*Accounts Receivable Reporter*Cost Management Evaluator*Employee Vendor and Customer Master Data Evaluator*IAS Interface Reporter*Shorthand Code Requestor*Accounts Payable Evaluator*Accounts Receivable Evaluator*Funds Management Evaluator*Accounts Payable BI Reporter*Funds Management BI Reporter*Purchase Order Processor*Commercial Vendor and Customer Master Data Evaluator*Shorthand Code Approver*Cost Management Administrator*Purchasing BI Reporter*BI Payroll Reporter*Cost Management Reporter*Invoice Processor*Accounts Receivable BI Reporter

BUDGET (BESB-Budget Execution Support Branch

General Ledger Evaluator*Cost Management Processor*Funds Management Evaluator*Invitational Travelers Vendor Master Data Evaluator*Funds Management Administrator*Funds Management Budget Approver*Funds Reservation Processor*Financial Reporter*BI Payroll Reporter*Funds Management Processor*Employee Vendor and Customer Master Data Evaluator*Funds Management Budget Coordinator*Funds Management Reporter*BI Payroll Power User*Funds Management BI Reporter*Funds Management Approver*General Ledger Approver*Cost Management BI Reporter*BI Power User*General Ledger BI Reporter*General Ledger Processor*Commercial Vendor and Customer Master Data Evaluator

BUDGET (Headquarters)

Funds Management Evaluator* General Ledger Processor*General Ledger Approver*General Ledger Evaluator* IAS Interface Reporter*Funds Management BI Reporter*General Ledger BI Reporter* BI Payroll Reporter*Commercial Vendor *Customer Master Data Evaluator

BUDGET (Non-Headquarters with IAS Interface Reporter role)

Funds Management Evaluator* IAS Interface Reporter* Funds Management BI Reporter*General Ledger BI Reporter* BI Payroll Reporter*Commercial Vendor and Customer Master Data Evaluator

REPORTER ONLY

Funds Management Reporter, General Ledger Reporter, Purchasing Reporter, Accounts Payable Reporter, Accounts Receivable Reporter, Cost Management Reporter, BI Payroll Reporter